

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 19 1973 73-84-92 FEB 27 1973	
2. Agency Application No.			
3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor Legal Division State Capitol 201 Atlanta, Georgia 30334		4. Person to Contact William L. Harper	
		5. Working Title Executive Counsel	6. Tel. No. 656-1790
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. </div> <div> <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED. </div> </div>			
8. Earliest & Latest Dates of Series January, 1971-Present		9. Exact Series Title Legal Division Files	
10. What is the function of the office in which this record series is created <p>The Legal Division is responsible for providing legal assistance to the chief executive. Activities which facilitate this mission are 1) confer with and advise the Governor on legal aspects of all matters of State 2) prepare all Executive Orders, Minutes, and other executive documents to assure that the action taken is authorized by law and properly accomplished 3) prepare, draft, review, and monitor executive legislation programs introduced at each session of the General Assembly and represent the Governor on such matters before legislators and other elected officials 4) represent the Governor with respect to all criminal extraditions and executive agreements concerning the interstate transfer of prisoners and matters dealing with capital punishment 5) handle resignations, bonds, and appointments of all public and judicial officials 6) represent the Governor in such other matters as he may request.</p>			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <div style="text-align: center; padding: 20px;">SEE SEPARATE SERIES DESCRIPTION AND DISPOSITION RECOMMENDATIONS</div>			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			
Legal-size File Drawers		18.65	37.3
15 volumes			6.9
3 boxes			4
		ANNUAL RATE OF ACCUMULATION	
		Floor Space Occupied (Square Feet)	
		AVERAGE DAILY REFERENCES	
		No. of Drawers	Cu. Ft. of Records
		In Office(s) In Storage Area(s)	
		This Year's	Last Year's Preceding Year's All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☐ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☐ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☐ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☐ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ Other

then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations

☒ Approved ☐ Disapproved

Head of Agency/Designee

Date

in Paragraph

State

☒ Approved ☐ Disapproved

Department of Audits/Designee

Date

25 are:

Records

☒ Approved ☐ Disapproved

Secretary of State/Designee

Date

Committee

☒ Approved ☐ Disapproved

Department of Law/Designee

Date

2-26-73

Records Retention Schedule

EXECUTIVE DEPARTMENT Legal Division

The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of State. The Division prepares all executive orders, minutes and other executive documents; prepares, drafts, and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; and represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials, and resignations and bonds of public officials.

Appl
No

Description

Disposition

73-86

EXECUTIVE MINUTES FILES - Documents relating to recording the executive actions of the Governor. Included are original and microfilm copies of Executive Orders; stays of execution; resignations of state and local officials; appointments to office; veto messages; referendum proclamations; some formal agreements; certifications of electors; federal office holders; related correspondence. File is arranged chronologically by date of final action of the Governor.

Cut off loose minutes at end of each 6 months; then transfer to State Archives for micro-filming.

MICROFILM - retain negative within State Archives for security. Retain positive copy for research.

RECORD COPY - return paper minutes to the Division; then cut off file on an annual calendar basis; then bind in convenient units; hold bound minutes in current files area for 3 years; then retire to State Archives.

APPROVED: 02/27/73

73-87

EXECUTIVE MINUTES WORKING PAPERS FILES - Documents used as raw materials for Executive Minutes. Included are materials similar to those described in Executive Minutes Files. Also included are related materials of all types. Files are arranged alphabetically by subject.

When minutes are created, transfer materials to inactive file. Cut off inactive file at end of each calendar year; then hold in current files area three years; then retire to State Archives.

APPROVED: 02/27/73

Records Retention Schedule

EXECUTIVE DEPARTMENT
Legal Division

<u>Appl No</u>	<u>Description</u>	<u>Disposition</u>
73-88	RECORD OF EXTRADITIONS FILES - Documents used as a log of extradition proceedings. Included are entries giving particulars for each extradition (name, demanding state, asylum state, charges against accused) followed by a chronological series of entries of actions taken or received. File is arranged by extradition number within bound volumes.	Cut off when volume is filled; then hold in current files area 5 years; then retire to State Archives. APPROVED: 02/27/73
73-90	JUDICIAL APPOINTEES RECOMMENDATIONS FILES - Documents relating to which persons shall be appointed by the Governor to various judicial offices. Included are recommendations of and for candidates for appointment; requests for consideration for appointment; evaluations of candidates and office holders and related papers. File is arranged alphabetically by name of office.	Cut off file at end of term of Governor; then retire to State Archives. APPROVED: 02/27/73
73-91-A	LEGISLATION REVIEW FILES - Documents relating to reviewing legislation to determine Governor's position regarding Bills. Included are correspondence with citizens, State and local officials and legislators concerning legislation. Also included are reports of studies by the Governor's staff members and others analyzing some Bills. Files are arranged alphabetically by subject.	Cut off file at end of each Governors term; then transfer to State Archives for permanent retention. APPROVED: 02/27/73 AMENDED 08/08/75
73-92	RECORD OF OFFICIAL OATHS FILES - Documents recording oath-taking of appointed officials and elected State officials. Included are documents giving name of official, his office, effective date of appointment/term; signatures of the official and the Governor. File is arranged by effective date of appointment/term.	Cut off file at end of term of Governor; then retire to State Archives. APPROVED: 02/27/73